

**SUMMARY OF THE  
CONFERENCE MANAGEMENT COMMITTEE MEETING  
JULY 1, 1998**

The Conference Management Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, July 1, 1998, at 8:30 a.m. Central Daylight Time (CDT) as part of the Fourth NELAC Annual Meeting in San Antonio, TX. The meeting was led by Ms. Nancy Wentworth of the United States Environmental Protection Agency/ORD/Quality Assurance Division. The chair, Ms. Marion Thompson of the US EPA/Office of Water/Office of Science and Technology was unable to attend due to medical reasons. A list of action items is given in Attachment A. A list of participants is given in Attachment B.

**INTRODUCTION**

Ms. Wentworth began the meeting by recognizing the only committee member in attendance, Mr John T. Pivinski. She asked if any of the participants had any items they wished to add to the agenda which included discussion of the next two annual meetings, their locations, and the next interim meeting. Sponsorship for the annual meetings was also planned for discussion.

**CONFERENCE LOCATIONS**

The next interim meeting will be held in Bethesda, MD at the Hyatt Regency on January 11-14, 1998. This location provides the conveniences sought by the attendees at the NELAC interim meeting last January which include direct Metro access as well as restaurants within easy walking distance of the hotel.

The NELAC process indicates that the annual meetings are co-hosted by the state of the chair of the NELAC Board of Directors. The 1999 annual meeting in Saratoga Springs, NY is currently scheduled to be held on the last week in June at the Sheraton Hotel. It was agreed by Ms. Wentworth and Mr. Pivinski that the committee would initiate a meeting with Dr. Kenneth Jackson, incoming NELAC Board of Directors Chair on his needs for NELAC V annual meeting.

**COSPONSORSHIP**

NELAC is still looking for cosponsors for the annual meetings; current candidates include American Industrial Hygiene Association (AIHA) and the American Water Works Association (AWWA). A brief report of how that search was going by Mr. Pivinski revealed that AIHA was interested in cosponsorship. Mr. Fred Grunder of AIHA indicated that the initial request/contact needed to be followed up by more information on the specific needs from AIHA as a cosponsor. This was identified as an action item by Ms. Wentworth and will appear in Attachment A. It was also indicated by Mr. Pivinski that AWWA was still a possibility due to the increasing inclusion of drinking water issues in NELAC.

NELAC Interim meeting cosponsorship was also discussed. The potential for food and beverage to be provided by a vendor or other entity would be beneficial to the conference. A list of

potential Interim meeting cosponsors had been collected by the committee but was not presented at this meeting. This issue will be dealt with as an ongoing task among committee members.

It was agreed upon by Ms. Wentworth and Mr. Pivinski that the committee would develop criteria for vendor sponsorship to allow follow-up as a function of response. This will appear as an action item in Attachment A .

The meeting was adjourned by Ms. Wentworth.

**ACTION ITEMS  
CONFERENCE MANAGEMENT COMMITTEE MEETING  
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<b>Item No.</b>	<b>Action Item</b>	<b>Date To Be Completed</b>
1.	Follow-up the initial request/contact with AIHA and AWWA for cosponsorship of NELAC annual meetings.	7/31/98
2.	Develop criteria for vendor sponsors	8/31/98
3.	Contact Dr. Ken Jackson on his needs for the NELAC 5 annual meeting to assess how the conference management committee might assist.	8/31/98
4.	Contact Mr. Jim Pearson on advanced planning issues for the NELAC VI annual meeting.	8/31/98

**PARTICIPANTS  
CONFERENCE MANAGEMENT COMMITTEE MEETING  
JULY 1, 1998**

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